

Administration/ Community Development

Planning Technician/
General Administrative Assistant
Part Time Position (32 hours)

The City of Locust Grove seeks all qualified individuals (1) within the current employ by the City for the position of Planning Tech/General Administrative Assistant (Part Time). Applications for this position will be taken until May 15, 2012 and then opened to persons outside the City beginning May 16, 2012 until May 21, 2012. Note that all job seekers are subject to the Personnel Policy, including successful drug screening prior to any job offer as well as being subject to the 1-Year Working Test Period regardless of current employment within the City.

Job Title: Planning Tech/General Administration Assistant (54)

Job Summary: This part-time position is responsible for a specific set of clerical and administrative duties related to land use planning, transportation and land development. Work includes assisting the general administrative duties of City Hall, including water billing, business licensing, reception, and Main Street activities.

Major Duties:

- Administers development and land-use regulations, with particular emphases on transportation improvements and land platting;
- Administers policies and procedures of the City's zoning ordinances;
- Conducts research and field investigations for land development activities, with particular interest on street dedication and maintenance; interprets development regulations;
- Establishes forms and procedures for the administration of zoning, platting, land development, street dedication and site inspection;
- Consults with citizens, department heads, and other officials of municipal, county, state, and federal governments in order to coordinate all types of land development;
- Reviews all site plans and zoning requests;
- Performs related work as required.
- Greets visitors and receives and responds to inquiries verbally and in writing; directs visitors/callers to appropriate person or department;
- Provides clerical and administrative support for Community Development Department, Water Billing, Business Licensing, Reception duties and Main Street administrative items as required;
- Organizes and maintains land development files;
- Develops and maintains various databases;
- Assists customers with completing and submitting zoning applications;
- Coordinates meetings for Community Development staff as needed;
- Types letters, reports and other documents as assigned;
- Receives, sorts and distributes mail;
- Maintains inventory of general office supplies;
- Researches public records to determine legal description of properties;
- Files deeds, easements, and other legal instruments as dictated by the City Manager.

- Responsible for maintaining invoices, finances, billing and other related duties;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of comprehensive and current planning principles, procedures, techniques, and their implications;
- Knowledge of land development regulations platting requirements;
- Knowledge of principles and practices of street development and design as related to dedication and platting of public improvements;
- Knowledge of principles and practices of general government activities;
- Skill in oral and written communication;
- Ability to prepare necessary reports, documents, legal instruments, and to accurately interpret ordinances and codes;
- Ability to deal courteously and tactfully with the public.
- Knowledge of City and department policies and procedures;
- Knowledge of general office principles and practices;
- Skill in operating modern office equipment;
- Skill in computer applications for word processing, spreadsheets and presentations;
- Skill in organizing and maintaining filing systems;
- Ability to handle multiple interruptions and adjustments to priorities throughout the day to meet critical deadlines;
- Ability to use tact and courtesy in dealing with the general public, as well as with employees of other City departments the various county offices in all types of contacts arising during daily work activities;
- Ability to research public records and interpret and apply information appropriately;
- Ability to transcribe reports and business correspondence;
- Ability to understand and accurately carry out oral and written instructions;
- Ability to maintain confidentiality.

Supervisory Controls: Work is assigned by the City Manager in terms of department goals and objectives. Work is spot-checked and reviewed for accuracy and nature and propriety of final results.

Guidelines: Guidelines include department policies and procedures, City ordinances and local, state and/or federal regulations pertaining to planning, development and zoning issues.

Complexity: The work consists of a variety of administrative and technical duties.

Scope and Effect: The purpose of this position is to support the efficient operation of the Community Development Department and other City administrative offices through coordination of a wide variety of administrative and clerical duties.

Personal Contacts: Contacts are typically with co-workers, developers, real estate and

design professionals and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Work Environment: The work is typically performed in an office with occasional field trips to work sites.

Physical Demands: Work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring a moderate degree of dexterity.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School diploma or equivalent; experience in an office environment; experience with local government experience in land development and transportation projects is highly preferred; equivalent combination of education and experience.